

FIRE SERVICES AND SUPPLY TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position in the fire service, the primary duties and responsibilities include overseeing the maintenance of the fire department buildings and grounds and the repairs of the fire ground tools and equipment, including the maintenance and repair of self-contained breathing apparatus. The Fire Services and Supply Technician is responsible for the maintenance and repair of fire department facilities, including electric, plumbing, and general construction, and maintaining an inventory of supplies. Employees of this class perform work under general supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the maintenance and repair of department facilities and property, including electrical systems, wiring, connections, and component parts. Installs and repairs heating systems and their component parts, including gas lines, valves, thermostats, switches, relays, and burners. Installs and repairs air conditioning systems and their component parts, including fan motors, switches, thermostats, relays, condensers, and compressors. Repairs and maintains plumbing systems and component parts; and overhead door assemblies and components.

Periodically evaluates condition of department property, equipment and supplies in order to recommend repair or replacement. Maintains inventory of supplies and equipment necessary to perform assigned duties, including assuring adequate supplies are on hand. Makes recommendations on purchases of supplies for the fire department. Orders supplies and equipment and prepares purchase requisitions according to department procedures. Meets with sales representatives to review products. Organizes and stores assigned equipment and supplies in an orderly fashion. Receives deliveries of property, equipment, and supplies in accordance with departmental procedures. Transports, delivers, and picks up equipment to be repaired or maintained.

Arranges for repairs and maintenance of assigned facilities, equipment, or operating systems, or assigns such to a qualified department personnel. Gets estimates on repair costs for any

assigned equipment. Inspects equipment after repairs to ensure that repairs were properly accomplished.

Performs maintenance and repairs to fire ground equipment and tools, including nozzles and nozzle assemblies; hoses and hose couplings; emergency lighting, power generators, and other electrical equipment. Inspects and maintains air pack refilling equipment and self-contained breathing apparatus, including face masks, hoses, cylinders, regulators, valves, backpack and harness assemblies, and other component parts. Conducts flow testing of self-contained breathing apparatus.

Receives and maintains records on the use and maintenance of self-contained breathing apparatus. Personally completes forms, records, and reports, as required. Reads service manuals and any other written material necessary to perform repairs and maintenance.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least three (3) years of experience in maintenance

work with general skills in carpentry, painting, electrical and plumbing.